

# **CODE COMPLAINT FORM**

**CONFIDENTIAL**

NOT FOR PUBLIC REVIEW



**Mail or Deliver to:**

Town of Wrightsville Beach

Planning & Inspection Department

P.O. Box 626

Wrightsville Beach, NC 28480

Fax: 256-6848 E-Mail: [bsquires@towb.org](mailto:bsquires@towb.org)

Dear Customer,

Thank you for requesting a Complaint Form from the Wrightsville Beach Planning and Inspections Department. Please find attached the Code Complaint Form for describing your complaint.

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*Prior to completing the Code Complaint Form, please consider the following questions:*

1. Have I contacted the person(s) causing the problem? Do they realize what they are doing may be a violation that affects me and other neighbors in the area?
2. Have I acted in good faith as a responsible neighbor?
3. Am I filing this complaint because I have a personal problem with an individual, rather than a sincere concern over a code violation?
4. Do I have any possible code violations on my own property?
5. If I sign this Code Complaint Form and the Town ultimately has to take administrative action such as fines or civil penalties, could I live with that outcome?

**Confidentiality**

The Code Enforcement Division shall make every effort to maintain confidentiality of the complaint. In some extreme cases, however, this may not be possible.

**Time Line**

First we will determine whether the Town has authority over the matter. If so, a timely investigation of the complaint will be made to determine an actual offense.

**Violation Abatement**

Next we will direct the violator to abate the violation within a prescribed time frame. The preferred outcome is to gain voluntary compliance. If compliance is not voluntary, the Town will proceed toward ultimate abatement by administrative citations, civil penalties (fines), court action and possibly criminal complaints.

**Status Updates**

At your request, The Code Enforcement Division shall provide status updates to the complainant.

Sincerely,

Bill Squires  
Building Official

# REQUEST FOR INVESTIGATION

*This form is to be utilized when a citizen is requesting that a Town Department investigate a possible violation of the NC Building Codes, Town of Wrightsville Beach Code of Ordinances, or a health and safety related issue. This form is kept confidential if submitted by a private citizen in accordance with Town policy. However, this form must be released if required by a court of law.*

## COMPLAINANT INFORMATION

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Name

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Phone Number

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Mailing Address, City/State/Zip

Do you wish to be contacted with results of investigation?

Yes

No

I certify that the information provided on this form is true and correct to the best of my knowledge.

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Signature

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Date

## DESCRIPTION OF VIOLATION

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Street Address of Violation

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Property Owner (if known)

Nature of violation or problem (please be as specific as possible). Use the back of sheet if needed.

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